

Central Wisconsin Community Action Council, Inc.

EPF&A Committee Meeting Minutes

September 14, 2018

Present: Dave Singer, Charlie Krupa, Donna Maly, and John Earl

Excused Absence: Muriel Harper

Staff: Fred Hebert, Kari Labansky, and Donna Lynch

Guests: Joy Casperson, John Atkinson, Dave Repinski, Renee Greenland, Sandy Wormet, and Anna Canty, State of Wisconsin CSBG Contract Manager

1. John Earl called the meeting to order and roll call was taken with four members present.
2. Motion passed by unanimous vote approving the agenda and minutes of the August 10, 2018 EPF&A Committee meeting.
3. Fred is meeting with an attorney next week for review of one of the HUD complaints. We have not received any formal reports back from HUD or DWD on either complaint.
4. Kari presented the Finance Report. The Cash Accounts balance was \$847,353 as of August 31, 2018 with \$632,647 being restricted funding. The Cost Allocation Plan was reviewed and discussed. Other forms reviewed included the Records Retention Schedule, Property Inventory Maintenance Form, and Stop Payment Form. Suggestion was made to put a policy in place for disposal of agency and phone records. Motion passed by unanimous vote to approve the Finance Report with thanks to Kari.
5. The Neighborhood Stabilization House located in Randolph has just been resold. Paperwork was completed transferring the Land Use Restriction Agreement to the new owner.
6. We are working on updating our Strategic Plan; this will also be changed to a five year plan.
7. Fred reported that he is waiting to sign the agreement with the Juneau County group concerned with the drinking water in the Township of Armenia until we receive funds from them. He will contact the Armenia Town Chairman for an update.
8. Committee members discussed the agency Risk Assessment, Attorney suggested Bylaws revisions and Personnel Policy revisions. These documents will be reviewed at the October EPF&A Committee Meeting.
9. Fred provided an update on the Charlie Krupa project. Kurt Mead will be in to discuss the process for moving forward including the bid process. We are hoping to work on site improvements yet this year. We still need retention pond approval from the DNR. Ground breaking will take place on September 28th.
10. Meeting Adjourned - Next Meeting - Friday, October 12, 2018 @ 10:30 am